

PARENT HANDBOOK

St. James Co-operative Preschool

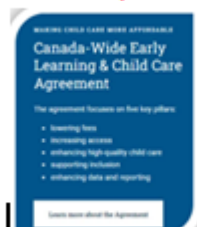


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St James Coop Preschool



has opted into CWELCC

* Updated Spring 2023

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*Please note the Child Care Early Years Act (CCEYA) is the legislation under the Ministry of Education that governs the policies and procedures of St. James Co-operative Preschool

**Please remember that our Preschool
is a smoke free environment**



Welcome to St. James Co-op Preschool

We are delighted that you have chosen our unique programs to enhance your child's preschool years. Our mission at St. James Co-operative Preschool is to provide a warm, caring, safe and stimulating learning environment for your child to explore, discover and communicate their findings with others in the classroom and to you at home.

We encourage our families to be actively involved in the preschool by; being part of the executive, contributing behind the scenes, supporting classroom activities and helping with special events. We strive to maintain open communication between parents, the executive and amongst the teachers to enrich the children's experiences while at St. James Co-op Preschool and to continue the legacy of the preschool in the community.

Our Parent Handbook is a valuable tool to help families navigate through the finer points of having a child(ren) participate in the programs offered through a cooperative preschool.

The handbook is available:

*our preschool website stjamescoop.com

*in hard copy, which can be signed out for the duration of your child's time involved in programs while at St. James Co-operative Preschool. A deposit maybe required.

*a permanent hardcopy is located on the bookshelf next to the families' mail slots in the upper foyer.

The handbook will be reviewed annually by the St. James executive, or its designates and will be updated to accommodate new ministry regulations, changes to programs and internal policies of the preschool. If needed, handbook changes can be made at any time during the school year and when applicable. You will receive notice of such changes through emails, classroom communication app-Class Dojo or classroom postings.

In summary, this Handbook is a valuable resource to how the preschool operates, to understanding your role at St James Coop Preschool, to answering questions concerning Ministry policy, to outlining classroom routines and obligations as a preschool parent. It is highly recommended that parents take the time to read through the handbook. It important that parents understand that by enrolling your child in the preschool , they agree to abide by what is set forth in the following 3 sections: Parent Information, Resources and Policies and Resolutions.

Please continue to utilize this manual as a resource throughout the school year. Staff and The Board of Executive members are available to answer questions, offer insight and be of assistance.

We are looking forward to a great year ahead and we're happy to have you and your family join us as part of the St. James Co-operative Preschool family.

1.1 What is a Co-operative Preschool?

The co-operative preschool movement began as a means of enabling families to benefit from an affordable social enrichment preschool program for their children.

Parents play a vital role at the preschool. Their efforts and support are the strong foundation of our cooperative preschool. The parents and teachers work together to operate the school. Many duties are performed by the parents; helping registered early childhood educators (RECEs) in the classroom, working behind the scenes in committees, offering donations, organizing special events or being part of the executive.

Parents' involvement enables the preschool to offer an enriched preschool that values the concept of family. The tuition fees cover the fixed cost of operating the school. All extras are addressed through fundraising efforts of the families which provide ongoing improvements to our facilities and extras to class programming.

At St. James Preschool, our member families are considered part of a team which together with staff strive to create the best possible preschool environment for children to enhance their growth in all areas of development - socially, emotionally, physically and cognitively.

We believe that your lives will be enriched with the Co-operative experience.

1.2 A Brief History of Our Preschool

Incorporated in September 1967, St. James began as a full parent participation preschool. Ann Reynolds was the first president of the executive, Pam Bottrill was our first supervisor and Barbara Freeman was assistant supervisor. Since the school was using the church's name in its title, a church warden attended executive meetings for the first three years to act as a liaison between the church and the school. Once the credibility of the school was established, this practice ceased, and the school has operated independently ever since.

We have been in our current facilities in the basement of St. James Anglican Church since 1980. Prior to this, we were housed at the same location but in 1978, a disastrous fire destroyed much of the interior of the church, with significant damage to the basement classrooms. We used various community

locations over the next two years to continue the preschool and returned in September 1980 to facilities in its basement that were built to accommodate the needs of a preschool classroom.

In the first year of operation in the sixties, the school had 30 children who came 3 mornings a week. The following spring, the waiting list was so long that an afternoon program was established. This format continued until the 1995-1996 school year when junior kindergarten was introduced into Dundas. Over the following years, we have fine-tuned our programs to meet the requests of parents and needs of the community and now offer a toddler program, a pre-school program for 3 & 4-year old children as well as enrichment programs for junior and senior kindergarten children.

1.3 OUR VISION STATEMENT

To be recognized as a community leader, providing members with the highest quality of early learning childhood experiences in a nurturing and play-based environment that encourages and stimulates young minds to explore, discover and learn from their environment.

1.4 OUR MISSION STATEMENT

To offer supportive and developmentally appropriate programs where teachers, staff, parents and children can learn, grow, play and discover together. We aspire to provide a caring, nurturing and safe environment that fosters language growth as well as cognitive, social, and physical development of children.

This is accomplished by recognizing that children are individuals who can utilize their mind and bodies to navigate their environment. Success can be built upon providing children with opportunities that build on their individual stages of development; promoting positive interactions with others, providing problem solving through exploration and discovery in an enriched learning environment and by developing a sense of responsibility for self and empathy for others. With this perspective, children gain confidence and self-regulation skills.

1.5 OUR PROGRAM STATEMENT (Reflective of Ministry of Education Philosophies)

Children are competent, curious, capable of complex thinking and rich in potential. The early childhood years are a formative time to value and build on children's strengths and abilities.

"promote the health, safety, nutrition and well-being of the children"

St. James Co-operative Preschool strives to provide a warm, nurturing environment that each child may feel safe to explore, experiment and accept challenges at their own developmental level. Using resources available from past experiences and current pedagogical knowledge, staff along with parents, professional partners and community resources, will endeavor to foster each child's well being while encouraging their curiosity, independence, problem solving and positive social interaction with peers

and adults in their play and inquiry. Within this stimulating environment, children will have opportunities to flourish and grow.

"support positive and responsive interactions among the children, parents, child care providers and staff"

Registered Early Childhood Educators, support staff, resource partners and parents work as a team to provide a wide variety of group and individual play-based opportunities to help stimulate, enhance and support social, emotional, physical development and communication amongst the children under their care. Through positive interaction modelled by staff with all preschool participants, the children are encouraged to interact and communicate in a positive manner.

This same level of cooperativeness and respect between adults is promoted to effect positive interactions and communication levels to ensure a high degree of professionalism at the preschool.

"encourage the children to interact and communicate in a positive way and support their ability to self-regulate"

At St. James Preschool, children are viewed as competent beings; capable of knowing their needs and with guidance and support communicating in a positive manner with others. Classroom routines and a variety of large and small group activities help the child's ability to self regulate and gain a positive perspective when interacting in a group situation.

"foster the children's exploration, play and inquiry"

A play environment rich in a wide variety of opportunities is promoted at the preschool with the help of a teamwork of staff and parents. Observation, listening, communication with the children and documentation help to gain a reflective understanding of the child's current exploration and play. With this insight and discussions and collaborations amongst learning partners, this helps to provide direction to foster further meaningful exploration on the part of the child within the preschool and community.

"provide child-initiated and adult-supported experiences"

Possibilities of play and inquiry are endless when child initiated and adult supported engagement governs the parameters of discovery. A welcoming and ample variety of equipment in our playrooms is inviting to the child to self-engage their curiosity and exploration. With adult engagement, opportunities for creative use of materials is reflective of the child's learning journey at a level that recognizes the child's developmental level well challenging their curiosity and expanding their horizons. Using "How Does Learning Happen" as a guidebook, the preschool provides a balance of classroom

experiences initiated by the child and those with teacher inspired creativity, open new windows of opportunity.

"incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and consider the individual needs of the children receiving child care"

The boundaries of play are infinite when windows are doors to opportunity to explore. A variety of active, quiet and individual or group activities are balanced within the child's time at the preschool and are reflective of their daily disposition. Staff make great use of music, print media, electronic apps and film to enhance the child's exploration of their world at the appropriate developmental level of each child while nurturing growth. This approach is inclusive of all children, including children with individual plans.

"Plan for and create positive learning environments and experiences in which each child's learning and development will be supported"

Building on a child's joy of discovery and internalization, children and educators work as partners to explore their environment. Utilizing their unique blend of abilities and interests in a creative learning environment, rich in possibilities, staff help to foster each child's unique learning style at the appropriate developmental level. The preschool makes great use of classroom resources, support of parents, learning partners and community opportunities to maximize a child's individual learning exploration in the different aspects and areas of the preschool. This is especially observant in creative expression opportunities and role play in the Imagination Station. All our programs promote a love of learning through play and are supportive of learning as a life-long experience.

"foster the engagement of parents and ongoing communication with parents about the program and their children"

As a Co-operative preschool, parents are the vital energy that sustains the preschool and ensures its continuity. Their input is sought and valued to align the preschool programs to family and community needs. They make up our executive board, provide support in the classroom, lend a hand for preschool events and fundraise to keep St. James Preschool programs affordable. Fostering open communication through various print, electronic and in person dialogue with parents is important to help ensure their involvement.

"involve local community partners and allow those partners to support the children, their families and staff"

The preschool values being part of its neighbourhood and the wider community of Dundas. The preschool, with its strong connection to current families, alumni and community networks, works together in partnership to provide a firm foundation to support and ensure a full and rich experience for each child and family within its programs. The preschool partakes in community events, visits local attractions and enlists the aid of local resources to enhance the children's learning experience at the preschool and within the community. The preschool is alert to the needs of the community and is a good neighbour.

"support staff, or others who interact with the children at a child care centre in relation to continuous professional learning"

At the preschool, learning is embraced as a lifelong attribute. Continuous professional learning for staff is encouraged and supported through organized professional development days offered through Hamilton and District Council of Co-operative Preschools, classes through Affiliated Services for Children and Youth, paid professional memberships and community outreach learning programs. Opportunity is given to participants to reflect and share their learning experiences with other staff and the preschool community.

"document and review the impact of the strategies set out in the above clauses on the children and their families"

Throughout the program statement, a sense of community, balance and respect of individuals and groups are frequent themes. The ongoing input from parents, the Executive, staff and community partners will align with these perspectives and help address the preschool's orientation to meet the needs of families and keep abreast of current legislation. A yearly review of preschool operations through parent surveys, program and teacher evaluations and availability of the executive members to address concerns help to guide the St. James Co-operative Preschool network of staff, parents and children to adhere to the principals of St. James Co-operative's program statement. We regard the program statement as a living document reflective of the philosophy of St. James' families. Staff will continue to evaluate it to ensure its alignment to current child development research findings and its effectiveness as part of staff meetings. The executive will review it when planning future preschool programming and families' perspectives will be valued for shaping its design. This will help ensure the continuing legacy of St. James Co-operative Preschool as a valuable member of the Dundas community.

1.6 St James' Governance

St. James Co-operative Preschool provides members of the community and their families with an opportunity to be involved in a non-profit, non- sectarian, preschool program.

The preschool is governed by a board of current families to help to ensure the preschool is following the Childcare Early Years Act (CCEYA), provide a stimulating and age appropriate preschool program through the hiring of qualified staff and help strength the foundation of families in the community.

1.7 Our Teachers' Philosophy

Play based learning through "EXPLORATION, DISCOVERY and COMMUNICATION" are reflective of the values of St. James Co-op Preschool teachers. This approach is a means for children to develop problem solving skills, stimulate responsibility for taking ownership of one's behavior, gain confidence and develop a lifelong love of learning. The opportunity for children to engage in play in a safe enriched environment with their peers helps to foster their insight into the world around them. This also promotes social, physical, emotional, communicative and intellectual growth at a level that is appropriate to the individual child's development. Each child is encouraged to engage in both individual exploration and group activities with a variety of people of all ages through a balance of child lead/teacher supported encounters and child engaging activities. The natural curiosity each child brings to learning is encouraged by the teachers through personal and creative expression. The teachers are honoured to be co-learner with the child and a partner of the children's learning journey.

1.8 Curriculum

The curriculum of the daily classes at the preschool are based on the children's interests, their environment, their emotional wellbeing, seasonal and community events through a balance of child initiated/teacher supported activities and child engaging activities that promote the growth of the children's developmental abilities.

The preschool environment is safe and nurturing for children. They are provided with plenty of opportunities to actively express themselves through; creative activities in our Creative Room, dramatic play in our Imagination Station, fine and gross motor activities with large and small group play in our Superstar Gym. Open ended play staged areas (block center, house centre etc) and cognitive stimulating materials are available throughout the classrooms for children to utilize their natural discovery, imagination and build upon their intellectual skills. Thorough the program's activities, the children will have the opportunity to enhance their socialization skills, interact with peers and learn positive ways of handling conflict situations. In circle time, they participate in songs and stories to stimulate memory, articulation and imagination. Neighbourhood walks around the block, engage their senses and make them more visually aware of their surroundings.

The preschool fosters children to become more self reliant, engage with their peers, other adults and the world around them. This exposure to these variety of experiences helps children to prepare for kindergarten socially, developmentally and academically and become more confident in their outlook and abilities. Both children and parents benefit greatly from a co-operative experience.

2. ROLES AND RESPONSIBILITIES

2.1 The Executive Board

The executive is comprised of elected members from families at St. James Co-operate Preschool. The executive board consists of a president, a secretary, vice president/treasurer and 3-5 family members at large who provide support when decisions are made and who may take on special assignments as needed each year. One executive board member may be elected from outside the current membership.

The executive is responsible for the management and administration of co-op, its teachers and staff, strengthening family ties and upholding a positive image of the preschool in the community. The executive must abide by the by-laws and resolutions as determined by the general membership and all applicable legislation. The executive will set policy and procedure for the preschool in line with Ministry of Education Child Care regulations (CCEYA), representative of the preschool membership and provide a vision for the positive health of the preschool.

2.2 Supervisor/Director

The Supervisor/Director over sees the daily operations of the preschools, liaisons with staff to provide support and guidance, ensure program planning is relevant and protocols & procedures are followed. The supervisor also reports to the board executives as to the daily operations of the preschool and offers relevant insight to general operations in light of legislation. The supervisor acts as a representative in dealing with local and provincial officers overseeing childcare in the community. The supervisor engages with parents as a representative of the preschool. The supervisor engages with the children to ensure their voice is heard and acts in their best interest. The supervisor ensures paperwork is completed on all levels.

2.3 RECEs (Educators)

The teaching staff is responsible for planning and implementing a stimulating rich learning environment that promotes the fundamentals of learning through play. They are responsible for the safety and care of the children, maintaining management of the classroom and working with children, parents, the executive and members of the community in a positive effective manner.

2.4 General Membership

The general membership of St. James Co-op is responsible for participating as active members on committees as assigned by the Executive Board upon their start at the preschool. Opportunity will be given to prioritize and accommodate their preferences when possible. All members will keep acquainted with the protocol within the classroom and preschool by referencing the Parent Handbook, electronic classroom messaging and staying alert to email blasts from the executive, teachers and other preschool members. It is highly recommended that members read the Parent Handbook before

commencement of their child starting at St. James Preschool. General Members **MUST** attend all three general meetings.

2.5 Associate Member

Associate members are families with children enrolled only in our Senior kindergarten classes. (Print Works) Associates pay an extra premium per month incorporated into their class fees for their first program but have no additional fundraising, Viva, Committee obligations. However, they are very welcome to still participate in committee and fundraising activities if they choose. It is highly recommended that Associate Members attend the first general meeting of the year to familiarize themselves with the preschool, the board and preschool protocols. They should also read the Parent Handbook before commencement of starting their child at St. James Preschool.

2.6 All Parents (Members and Associate Members) may also get involved at the Executive Level as: President, Vice-President/Treasurer, Secretary, or as a Members at Large who may take on special assignments as needed each year. This may be a designated Fundraising Chairperson, Viva Las Vegas Chair, Scholastic Canada Coordinator, Communication Chairperson or special assignments relevant to that current year.

2.7 Paid Aides/Parents/Volunteers

Paid aides are individuals hired by the preschool to support teachers in the classroom. They follow the directives of their classroom educators (RECEs) and are supportive of the children in the classroom. (This includes accompanying a child to the washroom). They have a background in working with children and have a current Vulnerable Sector Check (VSC), current first aid certificate with child cpr, immunization record (including TD test) and a note from physician to their fittest for working with children.

Parents or their designate may provide helping hands outside the classroom in fulfilling committee duties on field trips. **Parents CANNOT be responsible for children independent of a staff member other than their own child . A current Vulnerable Sector Check is required for extended periods in the classroom.**

The parent's role in our cooperative preschool is extremely important. On Observation Days, parents have the opportunity on observe their child at play under the guidance of a classroom teacher qualified in Early Childhood Education. Parents will be able to watch their child engage in play, view social interactions between children.

Volunteers are individuals from an outside agency, in a non-paid capacity, who provide help in the classroom for a designated term. (i.e. students).

The volunteers are responsible for carrying out duties as assigned by the teaching staff and will be on the lookout for the safety of the children in the classroom. Volunteers are required to have an approved Vulnerable Sector Check (VSC) from their local law enforcement, a current recognized First Aid course

with child CPR and a TB test with negative results within the last ten years. **Volunteers CANNOT be responsible for children independent of a staff member .**

2.8 Children

The children present in the classroom will be given the opportunity to participate as much or as little as it suits their personal, social and emotional needs. Children are at the preschool to explore, discover and engage with others in a positive manner.

2.9 Resource Support Staff

Resource staff from Community Living provide ongoing support to the preschool. Their insights and clinical efforts foster positive interactions between educators and children, child peer interactions and in developing support plans for individual child where needed.

3. REGISTRATION, ADMISSION REQUIREMENTS AND WITHDRAWAL

3.1 General

Application for admission may be submitted to the Supervisor /Membership Coordinator (sjcpmembership@gmail.com) with the appropriate forms completed, a non-refundable registration fee and first month's tuition for Superstars and Kids Club. Kindergrow parents would supply a tuition check/bank transfer for their child's first term. It may be handed directly to the Supervisor, be placed in the locked box in the upper foyer or mailed to the preschool. Registration fees may be e transferred to sjcpmembership@gmail.com **Your child's spot is secure when the registration fee, 1st month's /term tuition and forms have been received.**

Spring Open House

Returning parents will have a one week window prior to the spring Open House to register for the following year before applications are open to the community. Enrollment will be accepted from the Spring Open House up until February of the following school year for current year's enrolment.

Children must be age appropriate by December 31st of the school year to be eligible for the program.

Toddlers (Super Stars) - 2 years of age

Kids Club 3 years of age

KinderGrow 4 years of age

Print Works 5 years of age

3.2 Prior to Admission

An interview will be set up for each child in Kids Club and KinderGrow, the Thursday following Labour Day in September. Classes start the second full week in September for preschoolers.

There is a home visit, the second week of September for Toddlers (Super Stars) with a first meeting for all Toddlers and parent at the preschool on the Friday at the end of the second week. Regular classes start the following Monday.

Initial smaller class sizes may be initiated if class sizes are ex- large to help children transition into the classroom more smoothly and provide additional interaction time with their peers and teachers. Before the commencement of classes, parents will be informed of start dates and procedures. There is no staggered start for afterschool classes. They will start the second week in September.

For those children commencing after mid-September, a visit to the preschool and an interview with the supervisor and appropriate classroom teacher can be arranged prior to start.

Prior to attending classes, each child **must have on file:**

	a completed registration form
	up-to- date immunization record as required by the Local Medical Officer of Health
	A paid registration fee
	1st month's/term paid tuition
	a payment structure in place for monthly tuition

Parents are required to have on file prior to their first observation day at the preschool:

	a time sensitive police check(Vulnerable Sector Report VSR) initiated or completed
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Children's Individual Support Plans

For those children with allergies, special needs and/or medical conditions, an Individual Support Plan must be in place and reviewed by staff before starting classes. It will state child's special condition, symptoms, course of action should an incident arise, follow through and emergency parent contact numbers. It will also include a current photo of the child. This will be posted in all areas of the preschool that the child attends over the course of their day. This can be completed in consultation with the child's doctor and preschool supervisor. A generic form is available upon request.

4. Health

4.1 IMMUNIZATIONS

In Ontario, under the local Public Health Office, children are required to be immunized as follows to attend a preschool

Age your child should be Immunized	Vaccines your child will have been given
2, 4, 6, 18 months	DTaP-IPV + Hib
After 1st birthday	MMR
4 - 6 years	DTaP-IPV + MMR

DTaP-IPV = diphtheria, pertussis, tetanus, polio

Hib = haemophilus influenza type B

MMR= measles, mumps and rubella

The Immunization form may be filed online with Public Health. A hard copy still needs to be kept on file with the preschool.

To keep your child's records up to date please **remember to contact Public Health Services and the preschool every time your child is immunized.**

A parent may decline immunization for medical reasons or if the parent has a sincerely held conviction based on religion or conscience objections. For medical conditions, a CCEYA form must be signed by a medical official. For religious and conscience objections, a CCEYA form must be signed by a notary public official. Official forms are available through the Ministry of Education website or the preschool office.

4.2 Illness and Communicable Diseases

It is important to notify the school when your child will be away; especially if it is due to sickness, a communicable disease or a prolonged illness or medical situation.

In the case of prolonged illness or medical situation, the child's place will be held in the preschool if regular fees are continued to be paid and parents or their designate continue to make their commitments to the preschool. The matter can be brought forth to the Executive for further discussion and subsequent judgements.

Parents will be notified to pick up their child if there are any signs of illness while at school. If unable to pick up their child promptly, parents are requested to send a designate to ensure their child receives the medical care and attention they require in a comfortable home environment or with medical services.

A child who is deemed ill while at school, will be separated from his classmates to a quieter location with staff supervision and made comfortable until a parent or designate can arrange pick up of the child. Signs and symptoms will be noted on the child's file and departure time and reason listed in daily log.

No over the counter drugs will be administered at school, **unless, it is an emergency situation and staff are directed by emergency personnel to do so or it is part of a child's Individual Support Plan.** As well, **no prescribed medication will be administered at the school unless it is for a medical condition and listed as a part of a child Individual Support Plan.** Please see Administration of Medication policy

In the case of an incident or accident at school, medical treatment for surface cuts or cold compresses for bumps will be applied. Parents will be notified of the incident and it will also be noted in the daily log. In a more serious incident requiring outside medical treatment, interim emergency action will be taken, emergency professionals will be enlisted to aid in the situation and parents will be contacted immediately.

If medical assisted devices as listed in a child's Individual Support Plan are utilized for a medical situation, i.e. child with asthma, parents will be notified, situation monitored and a report placed in child's file.

Parents are required to keep their child at home if the child is showing signs of illness: Please read the "WHEN TO KEEP SICK CHILDREN HOME FROM SCHOOL" guidelines and "WHEN TO CONTACT A MEDICAL PROFESSIONAL" chart available in the parent resources section of this handbook.

4.4 Withdrawal

- **Written** notice of permanent withdrawal must be given 30 days in advance to the **Supervisor**. Program fees equivalent to one month's tuition are to be paid to the end of the next month from date of written notification. If cheques given, all remaining cheques will be returned. If the withdrawal occurs on or after April 1st, no refund will be given. Children may continue to attend until the end of their last paid month.

Cleaning fee will not be returned.

- **The Executive in consultation with the Supervisor may consider asking the parent to withdrawal their child if policies are not followed, fees are not paid, if the program is unsuitable for the child or the parent is in opposition with the preschool.**

5. FINANCE

- A preliminary budget for the next school year will be prepared by the VP/Treasurer, President, Past President if available, book keeper and Supervisor.
- The proposed budget will be presented at the May General Meeting.
- A final budget will be presented by the Executive Board for acceptance by the membership at the September General meeting.
- Expenditures not approved in the budget must be authorized as follows:
 - under \$200 – by the Treasurer
 - \$200 - \$500 – by the Executive Committee
 - over \$500 – Must be voted on by the Membership at next General Meeting
- Cheques will be signed by Bank Designate(s)
- Any fundraising event must be approved by the Executive Board.
- Receipts for reimbursement must be submitted with a detailed invoice describing the purpose of the purchase.

6. FEES

6.1 GENERAL INFORMATION

1. Tuition fees for each program with the exception of Kindergrow are dated for the beginning of each month using post-dated cheques or bank transfers to sjcpmembership@gmail.com. Kindergrow fees are paid in two installments.
2. As of January 2023, there is a family fee required at registration of \$90 for one or more children. Of that fee, \$30 is a non-refundable registration fee to secure a place (or places) in the preschool programs (this fee has been reduced by the CWELCC initiative). The remaining \$60 is refundable in cash and dispersed in a \$20 bill for each general meeting attended by one family adult for each family attending the preschool. Non attendance at a general meeting means funds for that meeting are forfeited and return to St James operating funds.
3. All families are required to pay a cleaning fee which will cover the cost of hiring an agency or individual to maintain the cleanliness of the premises.
4. Attendance at the preschool's General Meetings is mandatory for parents. A deposit of \$20 per meeting is required as an assurance of parental attendance. General meetings are held in September, January, and May. A deposit for all General Meetings is paid at time of registration as part of the family registration fee. The \$20 General Meeting deposit is returned to the parent when a parent or adult family member attends a general meeting.
5. All tuition fees are payable in advance with post-dated cheques or bank e transfers to sjcpmembership@gmail.com on the first day of the month October to May. If utilizing bank transfers for payments, parents must prepay final month's tuition prior to starting classes or provide a dated check for December 31st for the final month which will be kept on file at the preschool. If utilizing cheques, cheques are to be delivered to the Supervisor before the child can start classes. The first of nine equal payments is due upon registration. The remaining eight payments are to be dated October 1st through to May 1st. Kindergrow tuition is divided into two installments. The first due at the time of registration and the second due Jan 1st.
6. Fee requirements will be reviewed at least annually by the Executive.
7. In the case of an emergency financial difficulty, the school may consider subsidizing a family to allow the child to remain at the preschool. Requests can be made to the Supervisor and /or President in confidence
8. No refunds or reductions can be made for absences due to illness, vacation or any other reason.
9. If a child's absence is due to a prolonged illness or medical condition, the child's place will be held if fees are continued to be paid.
10. If a cheque is NSF, the treasurer will contact the parent. If the family is in arrears for one month and fees are not received by the first of the second month, the parent may be asked to withdraw their child from the school at the discretion of the Executive. NSF cheques are subject to all occurring bank fees experienced by the preschool.

6.2 2023/24 Program Tuition Fee Structure reflective of CWELCC

Please note as of January 2023, fees reflection the 52.75% contribution from CWELCC to a minimum of \$12 daily. Tuition fees are considered base fees.

<input type="checkbox"/> Superstars	\$55 monthly x number of days below <input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input type="checkbox"/> Friday	9 am to 11:30 For children born in 2021 Max of 10 children
<input type="checkbox"/> Kids Club Full day	\$85 monthly x number of mornings below <input type="checkbox"/> Monday -Do Re Me Musical Games pm <input type="checkbox"/> Tuesday - Alphabet Soup pm <input type="checkbox"/> Wednesday - Wiggles & Squiggles pm <input type="checkbox"/> Thursday - Kaboom! Stem Science pm <input type="checkbox"/> Friday - Food Play pm Please note for those children who need to gradually ease into a full day of preschool, an initial half day program in the morning is available with dismiss at 12:30. There is no change to the monthly cost.	8:45 am - 2:30 pm For children born in 2020 Max of 14 children Catered Lunch
<input type="checkbox"/> KinderGrow	<input type="checkbox"/> Monday to Friday \$1700 per term	8:45 to 2:30 For children born in 2019 Bring their own lunch Max of 10 children

Note: Tuition is based on a 41 week schedule divided into 9 payments with no June payment for convenience. The actual number of scheduled school days will vary from month to month. Please select the classes in which you wish to register your child.

* Classes could be subject to re alignment based on enrollment.

*The 2023/2024 school year is September 4, 2023 -June 14th 2024

*Please note the first week of school in September is for classroom set up for Teachers. Sept 5th to 8th

*Interview day and open house is September 7th

*There are 2 weeks of holidays Dec 22nd to January 7th and one week of March Break March 9th thru 17th, plus statutory holidays and two possible PD days per school year.

** ASSOCIATE MEMBERS - Families with children enrolled only in Printworks. Associate members pay an extra premium per month (incorporated into their fees) for their first program but have no additional fundraising, Viva, Committee, or cleaning obligations if not attending Kids Club or Toddler classes.

6.3 REGISTRATION FEE

Each family is required to pay a registration fee each school year . Registration for following year's program commences each April. This fee helps to create an enrolment package and ensure families are committed to following through with their enrollment choice in September. This allows the preschool to plan and operate accordingly with sufficient staff. This fee is non-refundable.

A portion of the registration fee includes a general meeting fees which are refundable in cash for attending the each general meeting - September, January , December.

6.4 WAITLIST FEE

St. James Co-op Preschool does not charge waitlist fees.

Once requests for enrollment surpass places available, names will be kept on file in order of receipt by the Supervisor. **To be included on the waitlist, all requests for enrollment must be submitted by email to info@stjamescoop.com or sjcpmembership@gmail.com to the attention of the Supervisor.** The Supervisor will respond to verify your position on the waitlist and review requested class placement details. A waitlist for each preschool program will be maintained by the Membership Coordinator in order of receipt of the request.

Once a spot becomes available, the Supervisor will contact the next family on the appropriate class waitlist. The family will have 48 hours to respond to accept or decline the spot available. If they wish, a family who declines the next available spot may remain in their placing on the waitlist until a more suitable spot becomes available.

Families are welcome to continue to touch base with the preschool to check on their waitlist position by contacting the Supervisor through the preschool email address, website or directly to the preschool by phone. The Supervisor will respond to your request.

6.5 CLEANING FEE

Each family is required to provide a check for \$125 to cover the cost of hiring an agency or individual to maintain the cleanliness of the preschool premises.

6.6 BASE FEES/NON BASE FEES

As of April 2022, under the Canada Wide Early Learning & Child Care (CWELCC) initiative, base fees for child care have been reduced.

Base Fees

Tuition Fees for Toddler-Superstar, Preschool - Kids Club and KinderGrow	Reduced 52.75 % of March 28th 2022 Fee
Yearly Registration fee per family	Reduced 52.75 % of March 28th 2022 Fee

Non Base Fees

Non Base Fees charged by the preschool are not covered by CWELCC guidelines and are subject to the personal needs of the preschool.

Commitment	Explanation	Amount
General Meeting Fees	Ensure attendance at each mandatory general meeting September, January, May	\$60 refundable \$20 returned at each of the three general meetings attended.
Viva Las Vegas Fundraiser	Annual fundraiser. Check requested at the beginning of the school year. This event helps provide funds to cover program costs incurred by the preschool over the course of the year.	\$100 cheque per family to be cashed at the end of January if prize item not donated to the Viva Las Vegas auction before January 31st
Cleaning Fee	To cover the cost of hiring an outside cleaning service	\$125 per family yearly

7. RESPONSIBILITIES OF PARENTS

As St. James is a co-operative school, all families participate in the behind the scene operation of the school. We encourage active participation by parents in their children's learning process and environment. Parent/family involvement is the key to the success of our programs! Volunteers from the community are also welcome if criteria can be met as specified under the CCEYA.

7.1 TODDLER and PRESCHOOL PARENTS:

- attend **mandatory general meetings** (3 per year- September, January, May)
- participate in **fundraising, including our major fundraising event Viva Las Vegas**
- sign up for one **membership committee** (committees may include playdough, laundry, toy cleaning and fundraising, etc)
- sign up for one **Imagination Station** theme decorating session per year (Kids Club) .
- sign up for an Observation Day per term

OBSERVATION DAYS

- Are an opportunity for parents to join their child for an morning session of class
- Observation days occur approximately twice a year. These visits are scheduled by you for the same day as your child is in class.
- Sign up for Observation days takes place at September and January General Meetings

7.2 PARENT & VOLUNTEERS

- Parents in the classroom and Volunteers provide support above the ratio required by the Ministry of Education's CCEYA.
- If you are unable to participate due to illness, please notify the Supervisor .
- Although parents are not involved in duty days in the classroom, they are still required to be involved in other aspects of the school.
- When on field trips, the accompanying members shall be responsible for the supervision of their own child and aid the classroom teacher in the general supervision of the children if needed.
- Failure to comply with these duties in the preschool's co-operative environment may result in the review of your membership by the Executive Board.

All Volunteers in the classroom are required to have the following:

1. ^ Negative TB test from within the last 10 years
 2. Date of last DPT booster vaccination ^ if born after 1970, date of last MMR booster vaccination must be within the last 10 years
 3. Current certificate for First Aid Course
 4. Vulnerable Sector Check VSC (formerly a Police check) This can be obtained in person with The Hamilton Police Department on King William Street in downtown Hamilton, or on-line at www.hamiltonpolice.on.ca/how-to/obtain-criminal-records-check. If you are from an outlying area, please obtain one from your local police department. (for further details, please see Vulnerable Sector Check Policy).
- The application you are requesting is a **Volunteer Vulnerable Sector Check (VSC)**
 - This needs to be initiated prior to starting your support in the classroom. The turn-around time can be 6-8 weeks. If your police check has not arrived before your first in person session, please supply the supervisor with a copy of your paid receipt. This will allow you to help out for a limited time until your VSC is processed. Unless otherwise stated, your certified VSC will be returned to you by mail by the police department and you are required to bring this VSC to school upon receipt. Place it in the locked box by the family mail boxes in the lower foyer or give it directly to the supervisor.
 - A photocopy of your VSC will be taken by the supervisor, dated and initialed. This copy will be secured and be available at the preschool for ministry inspections. The original will be returned to you.

7.3 VOLUNTEERS' CONDUCT IN THE CLASSROOM

Volunteers are expected to work together with staff and assist one another as required and seen necessary for the safety and well being of the children.

- Arrive on time at 8:30 am for Kids Club or 8:45 am for Super Stars
- Confer with the classroom teacher as to day's program and any immediate assistance needed
- Wear clothing that you are willing to expose to paint, glue, etc.
- Please remember that you are a teacher's assistant at the school when you are supporting the classroom. **YOU CANNOT SUPERVISE THE CHILDREN ON YOUR OWN.** The children are exploring their environment with our guidance. If we facilitate their play through involvement, they will have more success with the equipment and resources and be more socially interactive with playmates and staff.
- Please refrain from answering calls or texting on your cell phone while in the classroom
- Unless you are a family member of a child, please do not use your phone to take pictures of a child. Refrain from taking photos that include other children in the photo with your child.
- Your manner, if calm, relaxed, pleasant and friendly will be imitated by the children.
- Approach children slowly. Stand near but avoid jumping in to settle a minor dispute, which could be worked out by the children.
 - When should you step in? Intervene if a child is about to:
 - a. likely injure themselves
 - b. hurt others
 - c. destroy equipment
 - d. lose control
 - e. generally, bother others and be a nuisance
- Respond by stepping into the situation, getting down to the child's level and establishing eye contact with the child. Use the child's name. State the expected behaviour in the situation, "Sand remains in the sandbox" "How can I help". If behaviour persists redirect the child to a less congested area of the classroom and notify the teacher of the circumstances.
- Sit whenever possible. At the child's physical level, you are more approachable, less threatening.
- Let the child be as independent as possible. However, if he/she requests help, do show him how to hold scissors, initiate how to do up a zipper etc. Use verbal clues as well. Give the child the opportunity to practise on their own or to complete the task.
- Encourage inside voices and walking feet.
- Be positive rather than negative with requests. Say "walk", not "don't run" or "the play dough stays on the table" instead of "Don't throw the play dough."
- As a parent assisting with a class, your own child may react to your role as a helper in the classroom. Feel free to let them follow you around if they want to. If you leave the classroom and your child follows, please inform the teacher that your child is tagging along. A child needs special understanding during this time, as it is sometimes difficult for a child to share his/her parent with others.
- Assist children if needed to roll up sleeves when they are about to paint, helping them with washing their hands, etc. Children should wear paint smocks for painting activities and water play.
- Assist the children in clean-up, by giving them a meaningful role to do things for themselves.
- If you are uneasy about any situation, don't hesitate to ask the teacher for assistance.
- Engaging with the children is encouraged.

- During class, volunteers will support the children with their work in the creative room if needed, help monitor the play in the Imagination Station, and assist children in activities in the gym. General clean-up may be required as well as assistance with artwork being put into cubbies, helping children with zippers, etc.
- **If you leave the room during class, please inform the teacher of your absence.**

7.4 SPECIFIC CLASSROOM DUTIES beyond interaction with the children

Duties include the following:

- Helping to ensure a safe environment
- Clean up from creative activities
- sanitizing water play area and toys at end of the morning
- helping to return classroom to the original state at the end of the day.
- preparing snack
- prep classroom for the following day or play period

Please reference with program teacher for any additional duties.

8. DAILY SCHEDULE

8.1 TODDLERS' "Super Stars"

- 9:00 Arrival, coats and belongings on hooks in Lunchroom cloak area
- 9:00 – 10:15 – Superstar Gym, open ended play and creative activity
- 10:15 – 10:30 – Story and Circle Time
- 10:30 – 11:00 – Snack in Gym and move to Imagination Station
- 11:00 - 11:30 -Superstar Gym/Outdoor Play yard
- 11:30 Direct dismissal to parents/designated caregivers

Given that these times are aligned with the nature and needs of toddlers, special planned activities or visitors, the schedule is subject to change.

8.2 KIDS CLUB program

Preschoolers enrolled in our Kids Club program will make use of all areas of the preschool: Creative room, Imagination Station, Superstar activity gym, Outdoor Play Yard.

The day's sessions 9am to 2:30 will be loosely broken into time periods as follows

Discovery room, Creative room or Imagination Station together circle time	one hour
snack time in social setting	20 minutes
song time circle	20 - 30 minutes
open activities in "superstar" gym	one hour

Lunch & small group activities	45 minutes
Afternoon programs Monday-d Monday -Do Re Me Musical Games Tuesday - Alphabet Soup- Letter of the week Wednesday - Wiggles & Squiggles -art and movement Thursday - Kaboom! Hands on Stem Science experiments Friday - Food Play -creating healthy food choices	1hour
Play time in Outdoor Play yard or Walk around the block	30 minutes
Direct Dismissal to Parent/Caregiver	2:30pm

*Dismissal for children gradually easing into a full day program is after lunch at 12:30pm

This schedule of movement from area to area may be subject to change depending on the day's programming, field trips, children's energy levels, and weather conditions.

If enrollment surpasses 16 on special occasion days, then the children will be divided into two groups, with groups starting in the alternative rooms, coming together for snack and switching after song circle for alternative room. For these times, additional staff will be added to support ratios.

8.3 KinderGrow

Creative Room Discovery Room or Imagination Station	am
Snack in Current room	" "
Superstar gym/Imagination Station Play time depending on week day	Am
Lunch in Superstar gym	start of pm
in Outdoor Play yard or Walk around the block	pm 30 minutes
Alternative room from Morning	
Direct Dismissal to Parent/Caregiver	2:30pm

Children in the Kinder Grow and Print Works Programs are based out of the Creative Room. They make use of other areas of the preschool in coordination with other classes to supplement their classroom activities.

After eating their catered lunch and participating in small group play in the Lunchroom, the children depending on; energy levels, weather conditions and planned program activities, may venture outside under teacher supervision for a group walk around the block or use the outdoor play yard.

9. SNACK /LUNCH (also see Healthy Eating Policy)

The preschool provides nutritious foods that align with the Canada Food Guide servings for preschoolers. Children will have the opportunity to make choices from the foods presented and are finished eating when they feel satisfied. Snack and meals are viewed as a social time and children and teachers come to eat meals as a group. This is an opportunity for teachers to model appropriate

mealtime etiquette, encourage children to explore new foods and converse with fellow table participants.

9.1 SNACKS

- Snacks will consist of **at least** one protein, two fruits/veggies and one dry food (crackers etc.) in sufficient quantities so that all may partake.
- St. James Co-op is an Allergy Aware Nut Free school and is sensitive to the food sensitivities of the children
- Staff must review all ingredients on all packages for allergens prior to placing it on the kitchen shelves
- food designated for allergy sensitive child will be marked with the child's name
- St. James Co-op makes every effort to raise awareness among the membership about life threatening allergies (i.e. peanuts, tree nuts, eggs).
- Snack menus are posted in the kitchen and in the lower foyer and changes to the current day are documented when necessary.
- Snacks must meet the recommendations outlined in the Health Canada documents detailing the 4 food groups.
- Allergy and/or special dietary information is posted in the kitchen and with the attending teacher.
- Snacks are prepared in the Preschool Kitchen.

9.2 LUNCHTIME MEALS for Kids Club program

For Full Day Kids Club program, the preschool provides a healthy well-balanced catered lunch from a sanctioned company that meets Public Health Regulations and follows the Canada Food Guidelines. The preschool works with public health officials to create policies and procedures that ensure incoming foods continues to meet regulations until served to the children and follows through with proper storage and utensil cleaning.

Families with children that have special dietary requirements and/or restrictions are encouraged to speak to the school supervisor. An appropriate lunch substitute may be able to be arranged. A letter from parents stating the dietary requirements or restrictions will need to be placed in the child's file and appropriate signage displayed in the kitchen and classroom.

9.3 KINDERGARTEN PROGRAMS (KinderGrow, Print Works)

- Junior and Senior Kindergarten aged children attending a full day program bring a bagged lunch from home.
- This lunch must follow Canada Food Guidelines.
- Parents must review all ingredients on all packages for allergens (The preschool maintains a nut free environment) prior to bringing any food into the school.
- Children will eat lunch together with a teacher.
- A snack may be from the child's bagged lunch or it may be provided by the teacher as a group activity.

9.4 SPECIAL DIETARY NEEDS

The preschool will work with families with children with food sensitivities or religious preferences to help facilitate the child partaking in snack with their classmates. In situations where this is not possible, families will submit a letter stating why it is necessary for their child to bring a snack from home. These snacks must meet the Canada Food Guidelines. The letter will be kept in the child's file and posted in the kitchen and classrooms and noted on the cover of the snack tray.

9.5 A DONATION OF A SNACK ITEM

Parents are welcome DONATE a healthy food item, a fruit or vegetable in its **natural state** i.e. apple, orange, bunch of grapes, banana, cucumbers, carrots etc or a book of crackers. All food items are prepped in the school's kitchen.

This gives families the opportunity to engage with their child in the task of identifying healthy snack foods and helping to ensure a child's preference for a certain food is noted.

The school will be responsible for providing staple fruit and vegetables, protein foods and dry foods in sufficient quantities.

Parents of children with special dietary needs may be asked to supply snack items that adhere to their child's diet.

9.6 BEVERAGES

For the Full Day Kids Club program, milk is served with lunch.

Water is served with snack unless as part of a special occasion or a program activity, a healthy substitute is served. Drinking water is available to the children throughout the day.

Families will provide a container with straw type lid, clearly marked with the child's name and filled with water when the child attends school, trips or events.

These water bottles may be kept in a designated basket and moved from room to room as the child's day progresses or in their cubbies so they are readily available to the child when needed.

9.7 Special Occasions/Birthday Celebrations

A child's birthday is acknowledged and celebrated at the preschool as part of daily activities.

If you would like to facilitate celebration of your child's special occasion with an extra snack item, please speak with your child's teacher. Any baked goods sent in must be a commercial product or a store-bought item and must be nut-free. A non-baked good i.e. special fruit, frozen treat etc. makes a delightful surprise as well. Please keep portion sizes small.

If your child has any food allergies or dietary restrictions, you may be asked to supply a few special food items for such special occasions that adhere to your child's dietary restrictions and that may be kept frozen until needed.

10. DAILY OPERATIONS

10.1 School Terms & Hours The school year will begin approximately the second week of September and will end mid June. The school year will consist of 41 weeks, including holidays. There

will be 2 weeks of holidays at Christmas and 1 week at March Break. Twice a year teachers may be involved in a Professional Activity Day for teacher skill development and training (Autumn and Spring). (These Co-op Professional Development days do not coincide with the PD days offered by the Hamilton Public or Catholic Boards. **St James Co-op Preschool is open on Professional Development days offered by the Public or Catholic School Boards.**)

1. The first week after the Labour Day holiday in September will be for setting up of school, policy review and programming by the teachers.
2. The school will be closed on all statutory holidays.
3. School hours will be as follows:

Program	Start Time	Pick up Time
Toddlers' Super Stars	9:00am	11:30am
Kids Club Mornings	8:45am	12:30pm
Kids Club Full-Day	8:45am	2:30pm
KinderGrow Full-Day	8:45am	2:30pm
Print Works	3:15pm	5:00pm

Teachers are available for at least a half hour before and after classes.

10.2 ABSENCES

If your child is going to be absent (illness, vacation, etc.) please inform the school via phone or email or class dojo. Please state reason for absence.

10.3 TRANSPORTATION

- Parents are responsible for transporting their children to and from the preschool and field trips.
- For safety reasons if drive your child to preschool, please enter the church grounds by Melville St and park in the parking lot at the rear of the church or use street parking.

10.4 ARRIVAL

The teacher will be available to greet and guide each child to their appropriate classroom for 30 minutes each morning. If you arrive after 9:15 please ring door bell and staff will arrive to open the door and guide your child to their cubby and then their classroom.

Your child's arrival time will be marked on the attendance form by staff.

Upon entering the preschool, children may utilize the hand sanitizer at front entrance or wash hands once in the classroom.

- The teacher greeter will guide your child to cubby room, support them identifying their cubby and hanging up their coat and backpack. If wearing boots, support change into school shoes. From here the children are led to their classroom.

If they desire, parents may bring their children into the school , head to the cubby room to support their child to remove their outside clothing, hang up backpack in cubby then lead their child their classroom. **Please do not leave other children unattended in the car, if you escort your child into the preschool.**

- Once you have helped your child to the classroom and acknowledged the teacher that your child is present and you have passed along any pertinent information, you are welcome to leave. If you need to stay to help settle your child into an classroom activity, please alert the teacher when you leave so she may acknowledge your withdrawal and take responsibility for your child.

10.5 DISMISSAL

- Parents will wait at the west exit doors for Toddlers' dismissal , at the east entrance door for all other classes or your child may be dismissed from the play yard on the west side of the church. The teacher will alert you at the day's beginning as to the door/area for dismissal.
- At school closing time, children will be released by the teachers directly to parents or designated adults.
- It is essential that children be picked up promptly at release time as they can become distressed if left behind when others have gone home.

10.6 WHAT TO BRING?

Each child is required to bring

- a container with straw type lid, clearly marked with the child's name and filled with water
- a change of clothing should the child's clothing get wet or soiled. This clothing may be left in a marked bag on the child's designated hook or cubby.
- For children in pull ups, a supply maintained in their baskets in the children's bathroom or cubby
- A suitable child sized backpack or bag for carrying to and from school. This allows artwork and paper activities to be transported home safely.
- Alphabet Soup has a canvas bag for carrying the child's show and share item to preschool. Please have your child bring this item each week to class.
In cooler weather, hats, mitts, boots etc. marked with the child's name.
Soft soled (rubber) shoes, running shoes or slippers must be worn in the classroom for safety. Socks, flip-flops, bare feet or outdoor boots are not recommended for inside play.
- Please remember additional food, gum or candy is for outside classroom times and should not be brought to into the school
- If a child is coming into school without a coat, please pack suitable outdoor wear for the weather in their backpack for outdoor play.

10.7 CHILD'S BELONGINGS

Each child will have a designated cubby or hook in which to keep their belongings while at school.

Please refrain from bringing in unnecessary items.

- Send children in clothing that can stand up to paint, glue etc.
- Discourage children from bringing toys from home to school. We know that children sometime need the security of a familiar item to help them make the transition from home to preschool. If this is the case, the toy can be kept in the child's cubby until dismissal time. If brought into the classroom, it is the child's responsibility to look after it, be willing to share with others and to know its whereabouts at the end of the day.

10.8 COMMUNICATIONS

The teachers and executive will communicate with the member families electronically, by print and/or use of school notice boards:

- Updates and messages are emailed by the Executive and teachers when needed
- Please check the notice board in the entrance foyer for upcoming events
- Pertinent notices will often be posted on the school's exit door or on class dojo.
- When needed, sign-up sheets are posted in lower foyer or online
- Minutes from Executive meetings are posted on the lower foyer bulletin board
- Snack and Meals are posted on Teachers' Bulletin Board in lower foyer and on class dojo
- Committee Schedules are posted on Office Window and emailed to Parents
- Emails from parents may be sent to our school's email address or website. You may respond directly to the email you receive.
- Your child's Class Dojo, website and classroom apps can provide current updates

10.9 INCLEMENT WEATHER

With regards to severe weather conditions, a closure by the **Hamilton Wentworth District School Board** is an automatic closure for the preschool as well. In other inclement weather situations, school closures are determined by the President and the Supervisor.

- In the event, that the school is closed, every attempt will be made to contact the parents via telephone, but please listen to the local radio stations or TV stations for cancellation notices of schools within the Hamilton area. It will also be posted on the St James Preschool Facebook and Class Dojo page.
- Parents are responsible for listening to the local radio or television to determine if the Hamilton-Wentworth District School Board (HWDSB) is closed. In the event of the HWDSB closure, St. James Co-op will also be closed. If the HWDSB is not closed, classes will run as scheduled unless the Supervising Teacher and President decide it is unable to conduct the school day due to insufficient teaching staff availability due to the inclement weather conditions.
- Field trips may be cancelled or rescheduled due to inclement weather and every attempt will be made to notify affected parents in the event of such a cancellation.
- Updates will also be posted on Class Dojo as well as an outgoing email in the event of school closure.
- No refunds or compensation will be made to parents when the school is closed due to emergency conditions (i.e.: bad weather). Prolonged closures will be reviewed by the executive in consultation with the treasurer.

10. 10 FIELD TRIPS

If possible, each program will have at least one programmed field trip.

*The toddlers make one visit during class time with parents to a Retirement Home to Trick or Treat with residents and hold one class at Witherspoon or Matilda Park with teachers and parents at the end of the year.

*Kids Club has at least one fall trip (to local orchard) and one spring trip (typically a nature walk at RBG). Additional excursions may be planned to highlight program activities, participate in community events or share with community groups.

Kids Club Trips may include a trip to:

A farm, a grocery store, a fire station, a local museum, the Royal Botanical Gardens, Holiday Sing Song with Seniors at a nearby Retirement Home etc.

*Alphabet Soup, KinderGrow and Printworks each have at least one school trip that enhances their programming activities. This may be during their designated school time or on an alternate day outside school hours.

A school sponsored trip maybe scheduled for a St. James PD day with supervision by parents with at least one parent to oversee the event. No teachers will be in attendance. (i.e., the fire station visit on a PD day)

Please note:

- Trips are not mandatory.
- Classes are not held at the school during field trip time frames unless otherwise stated.
- St. James does not provide or arrange transportation to and from designated location. If field trip location is nearby, children may walk as a group to event or facility. Check permission form for details.
- Parents who do not drive their own children on fieldtrips must make alternate arrangements to car pool with other parents. Under your own organization, if you intend to drive children on field trips, it is suggested that you carry the amount of liability insurance coverage recommended by your own insurance agent.
- A medical treatment consent form, signed by the parent must be signed at the beginning of the school year.
- Written permissions, signed by the parent must be given so that a child may be taken on field trips away from the school. Parents will be notified of impending trips in advance. If the parent does not want the child to go on a designated fieldtrip, it is the parent's responsibility to keep the child home on that day.
- The cost of each field trip will be detailed on each individual form.
- Time and duration of each field trip will be included on the permission form.
- The school shall take out an insurance policy to indemnify the parents against any injury to the children due to an accident during school attendance. Any member family may see the policy on request to the President.
- Parents driving on field trips are responsible for ensuring the vehicle transporting the children is equipped with proper child restraints.

10.11 NEIGHBOURHOOD WALKS

The Kids Club and KinderGrow may take advantage of the weather for a walk around the block to explore their environment that may augment their in class activities or provide a refreshment from the classroom in all day scenario. Safety measures and ratios are maintained. Please see our Neighbourhood policy for all the protocols in place. Parents sign an affidavit in the registration form acknowledging these walks are part of the classroom routine.

11. COMMITTEES/SUPPLIES/SPECIAL EVENTS

Each member family is asked to sign up for a membership committee at the beginning of the school year, at the September General Meeting and to participate in that committee for the duration of the year or, in the case of the committees organizing special events until the committee's responsibilities have been satisfied.

11.1 MEMBERSHIP COMMITTEES

The various membership committees, and related responsibilities, are as follows:

- 1. Shopping Committee** is responsible for buying snack provisions under the direction of the supervisor. This person is also responsible for refilling water bottles for the water cooler. Receipts will be reimbursed.
- 2. Play Dough:** Each member family on this committee is asked to make and bring in play dough approximately 1-2 times a term. Recipe will be provided.
- 3. Toy Cleaning:** Each member of the committee is asked to bring toys home to clean at month's Ending. - Approximately three times a year.
- 4. Laundry:** Each member is asked to wash a load of laundry (dress-up clothes, smocks, dish towels for the school) approximately 2 times per month.
- 5. Viva Las Vegas:** Each member family will assist the Viva Las Vegas Chair with the planning of Viva Las Vegas the school's annual fundraising event. Tasks will include soliciting and collecting donations, organizing games and food for the evening, decorations etc. Depending on school enrollment, there are typically four or five member families on the Viva Las Vegas committee, with all members helping at the final event.
- 6. Fun Fair:** The Fun Fair team will organize and run the annual Fun Fair. The Fun Fair is a midday event held on a winter PA day for the public schools and open to the public. Depending on school enrollment, there are typically three member families on the Fun Fair committee.
- 7. December Family Get together:** The December Party team will organize the annual trip to Merry Christmas Tree farm with support and guidance from the Teachers. Depending on school enrollment, there are typically two member families on the Christmas Party committee.
- 8. Year-End Party:** The Year-end party team will organize and run the annual children's year-end party/graduation with guidance from the Teachers. Depending on school enrollment, there are typically two member families on the Year-End Party committee.
- 9. Wine Fundraiser.** Held in the fall and again in the spring. Hand out forms, collect & tally. Arrange pick up on wine and hand off to families.
- 10. Skating in the Park** Host a skating party in Dundas Driving Park. Arrange the date in February and the hot chocolate.

11.2 SCHOOL CLEAN RESPONSIBILITIES

Each member family will provide a \$125 check at the beginning of the year to cover the cost of hiring an agency or individual to be responsible for maintaining the cleanliness of the school indoor premises.

11.3 IMAGINATION STATION

Each Kids Club member family is asked to sign up to work with 2 or 3 other member families to plan and set up an Imagination Station one time per year. The Imagination Station is a special room in our school that is set up by parents, to compliment a monthly teaching focus for the kids Club program.

11.4 SPECIFIC PROGRAM REQUIREMENTS

Super Stars-Toddler Families

- One general committee – see 11.1 for a list of committee duties
- sign up for Viva Las Vegas task
- 2 classroom Observation Days per year, one each term

Kid's Club

- One general committee – see 11.1 for a list of committee duties
- Imagination Station decorating committee –once per year
- 2 classroom Observation Days per year, one each term
- sign up for Viva Las Vegas task

KinderGrow

- One general committee – see 11.1 for a list of committee duties
- sign up for Viva Las Vegas task
- 2 classroom Observation Days per year, one each term

Specialty Programs (Print Works)

- no committee commitments required

12. EXECUTIVE

The Executive Committee shall consist of the following officers:

- President
- Vice-President/Treasurer
- Secretary
- 3-5 members at large to support the executive and participate in special committees when needed

Executive meetings are chaired by the President and they will be scheduled monthly during the school year. Extra meetings may be needed to address a pressing concern. Meetings are scheduled monthly online.

Job descriptions for these positions are available in the Board Handbook and may be requested by any co-op member.

13.TEACHING STAFF DUTIES

13.1 THE SUPERVISOR'S RESPONSIBILITIES:

- Plans with the RECEs the school curriculum
- Maintains working relations with outside agencies and governing bodies.
- Handles reports from outside agencies.
- Keeping accurate records on each child
- Keeping an up to date file on medical forms and consents, and emergency numbers for families at the school
- Advising the parents on the practical application of the school program
- Attending all general and executive meetings
- Supervising all staff and volunteers and pertaining paperwork -payroll, reviews etc.
- Being of assistance to the Board of Executive with respect to Ministry Policies and Procedures
- Work with the executive in the hiring of all new staff
- Keeping accurate records of monies incoming and outgoing concerning tuition payments and reimbursements
- Ordering supplies when needed
- overseeing sjcpmembership.com correspondence
- Depositing incoming checks and monies

The Supervisor must have completed a post educational program approved by the Ministry of Education.

The hiring of the Supervisor shall be the duty of the Executive. A special committee may be formed that reports back to the executive with its suggestions

13.2 THE ASSISTANT SUPERVISOR'S RESPONSIBILITIES:

- Working with the Supervisor in planning and carrying out the school curriculum
- Fulfilling the duties of the Supervisor in her absence
- Attending all general meetings and executive meetings when possible

13.3 EARLY CHILDHOOD EDUCATORS' (RECEs') RESPONSIBILITIES

- Ensuring the health and safety of children under their care
- Planning and execution of the class program
- Working effectively with other staff and parents
- Following policies and procedures
- Supporting child initiated experiences in the classroom.
- Arranging class trips
- Overseeing snack and lunch arrangements and protocols

All ECEs' must have completed an Early Childhood Education Diploma or a program approved by the Ministry of Education. All ECEs be registered with the College of Early Childhood Educators. There shall be a contract of employment between the ECEs' and the school to be completed one week prior to the Annual Meeting in September.

13.4 CLASSROOM AIDES AND VOLUNTEERS' RESPONSIBILITIES

- To work under the direction of the classroom teacher to compliment the ECE's initiative to interact effectively with children in the program
- To provide programming support
- Set up and cleaning duties under the direction of the classroom teacher

ECEs, classroom aides and volunteers are responsible to work as a part of a team to provide a nurturing environment that stimulates young minds to explore, create and discover their surroundings.

14. TEACHER/CHILD RATIOS

The staff/child ratio are reflective of the Ministry of Education requirements and the numbers and ages of the children in the program.

Superstar Toddler program

1 registered ECE teacher and 1 RECE or Aide for 10 toddlers.

Kids Club Preschool programs

1 registered ECE teacher for every 8 children

1 registered ECE for every 5 children if only one teacher present in the school.

2 ECE teachers for 16 children

1 registered ECE for every 16 children, if Aide is present.

Junior and Senior programs

1 registered ECE for 10 children

Volunteers, Students and Resource Staff are not counted in ECE - child ratio numbers as staff .

The present of visiting parents in the classroom is above class ratio requirements and a first aid certificate is not required.

15. OUTDOOR PLAY SPACE

As of September 2023, the preschool will now have a designated outdoor playground. Classes will coordinate use of the playground depending on their need and time available. This play yard will

enhance the well being of the child. Outdoor play will allow children to run & stretch, make use of available equipment, explore, create, recharge their brains with some fresh air, gain an appreciation of nature and enjoy the being outdoors in all kinds of weather. Going outside in extreme weather condition will be avoided.

Parents are expected to dress their child appropriate for outdoor play either by keeping clothes in child's cubby and sending in appropriate clothing daily.

Neighbourhood Walks

As part of our programming, the Kids Club and KinderGrow preschoolers may partake in a supervised outdoor activity on the church grounds or immediate neighbourhood for a short duration to investigate a learning concept. Parents are asked to sign a permission form to sanction this activity for the current school year.

For those children in Kids Club and KinderGrow staying for the 5.5 hours (full day), we try to embrace the outdoors, (weather and programming permitting) with a walk around the block after lunch to observe the neighbourhood and especially, to visit our tree at Melville and Princess Streets for seasonal changes. Any nature mementos found by the children are placed in their treasure boxes upon return for continuing examination and storage to year's end. We do not enter the school through the back-parking lot by way of Victoria Street but rather re-enter the preschool using the sidewalk along the driveway from Melville Street. At all times, attention is paid to remaining on the sidewalk, moving as a group and following safety rules.

At all times, the safety of children is our upmost concern, especially when utilizing open outdoor space.

16. PROCESS FOR EXPRESSING CONCERNS

Our policy at St. James is to ensure open communications between the teachers and the parents and the Executive and the general membership.

Any member is welcome to discuss issues about their child with the Supervisor or classroom teacher on a casual basis in the classroom if an opportunity arises, or by a scheduled appointment.

The President or another Executive Member may be approached through emails to address a school concern.

If uncomfortable with direct contact and the concern is of a general nature, an anonymous letter addressed to the President expressing a concern may be placed in the locked box located in the upper foyer, by the front door. The concern will be addressed at the next Executive Meeting. The outcomes will be forwarded to members through a general email from the president or posted in the monthly newsletter.

On the other hand, **accusations must be received in writing**, addressed to the Board. Because of their time sensitive nature, these are to be given directly to the president, an executive member or

supervisor with the acknowledgement that this matter must be forwarded to the executive immediately. The executive board will convene within 24 hours to discuss the matter and appoint a neutral third party, if necessary, who will follow through investigating the situation including communication with the individuals involved. These findings will be discussed at the Executive level, a decision rendered and hopefully, realignments made to satisfied the parties involved if possible. If not of a personal nature, outcomes will be posted through available channels. i.e., a new approach may be adopted and a memo may be sent to membership outlining the new procedure.

Accusations that follow within the category of a Serious Occurrence (Please read letter in resources from Arlene Berday of the Ministry of Education and the Serious Occurrence Policy in Policies in resources), will be investigated under the guide lines and procedures outlined by the CCEYA.

If the concern is of a very serious nature and previous outlined channels of communication have been exhausted, a member may lodge a formal complaint with the Ministry of Education. A formal process will eschew with the aid of Ministry officials. (See Serious Occurrence Policy)

It is hoped that any party with a complaint or accusation would feel comfortable to approach the Board of Executives to review the matter. It is their mandate to serve all members of the preschool.

17. INCLUSION and ACCESSIBILITY

St. James Co-op Preschool is committed to providing service and assistance that respects the dignity and independence of children with special needs and their families enrolled in our programs. We believe that all children can learn, grow and acquire new skills that enrich their self-esteem, development and full potential, in a safe, nurturing and stimulating environment. We want all children to having a sense of belonging at the preschool.

Many children have special needs that require some level of supplementary support or consultation to allow them to participate among their peers in a preschool program. These children may be characterized as having physical, social, intellectual, cognitive, emotional or behavioral developmental delays. St. James utilizes the services of Community Living, a Hamilton partner organization to help facilitate effective inclusion of children with special needs into our programs.

Parents may request a consult with a resource teacher to evaluate their child's developmental progression or a teacher identifying a developmental concern will approach a parent to discuss the situation and call a resource teacher in for consult of the matter upon parental consent.

18. INFORMATION PRIVACY (also see Privacy Policy)

18.1 COLLECTION AND USE OF PERSONAL FAMILY INFORMATION

St. James Co-operative Preschool is committed to protecting the privacy of the personal information of its members and other stakeholders. Members of the preschool will value the personal information of other members of St. James Co-op Preschool and its stakeholders and will handle it in a secure and

sensitive manner. It will only be used for its intended purpose and will not be shared beyond St. James Preschool membership.

18.2 POLICE VULNERABLE SECTOR CHECKS AND OFFENCE DECLARATIONS

The Ministry of Education requires that Police Vulnerable Sector Checks and Offence Declarations be obtained from teachers, staff, volunteers, students and parents partaking in observation days. It will be stored at the school under locked conditions. This information is collected, viewed and stored by the supervisor of the preschool and later examined by the Representative from the Ministry of Education at the time of inspection.

18.3 PERSONAL PHOTOGRAPHY AT THE PRESCHOOL OR A PRESCHOOL EVENT

The preschool collects images of the child while at school for craft projects, identification, to document learning discoveries and record events.

A student's photo may be taken for administrative purposes and for Ministry of Education regulations which will be posted in classroom areas to help ensure the health and safety of a child who has a medical condition.

A child's image can be shared with their families through electronic media if authorized. It is also collected for the child's personal portfolio which the child takes home each year. It is only posted to the extent of the parameters (files, school, media, media release for preschool, for community publicity) as approved by individual families.

Photos of children will not be posted to social media platforms without the parents' consent. Those that may be posted on the preschool's social media will show a learning process with non-identifying 's child(ren)'s features.

Members must pledge to treat images (pictures or video) taken at preschool or related events with sensitivity recognizing that families have different opinions about having images of their children being shared broadly, for instance on social media websites. Furthermore, as much as possible parents will only share images of their own child or children. If other children are present in the photo, consent of other parents/guardians of these children in the image must be given before posting the photo.

19. SELF-REGULATION FRAMEWORK

At St. James Preschool, children are viewed as competent beings; capable of knowing their needs and with guidance and support, communicating them in a positive manner with others.

Our self-regulation philosophy for classroom management is an "expectation of proper decorum" to help guide interactions in a positive perspective. With a strong foundation of support from staff and

parents modeling appropriate behaviour and a safe nurturing environment that recognizes children's developmental milestones, the preschool's **Code of Behaviour** requires staff, children and parents to

- be courteous with one another
- use acceptable language and tone
- conduct oneself in a manner that enables others to feel safe from all types of abuse
- respect equipment, the preschool and the personal property of all people

Children will be encouraged to help maintain safety and order in the classroom by clearly defined expectations and role modeling and language on the part of teachers, volunteers and parents in the classroom. Children will be encouraged to interact positively with others and use language and dialogue to gain conflict management skills. A child will be redirected to other play areas when his/her activity is disruptive or to quieter areas when in need of more personal space.

Should there be repeated incidents involving the same situation on the part of a child, "time away" from the situation to a safe nearby area but (still in the classroom with teacher support) will be instituted. This will be used as the next step measure when a child's behaviour is jeopardizing the safety of others. This is an opportunity to help a child gain their composure and with quiet dialogue with the teacher gain an understanding of their behaviour and its effect on playmates. The child in question will return to play when he/she is capable to comply with the clearly outlined and expected behaviour.

Removing a child from the room for a time out would be an extreme measure but would be initiated for the safety of the child and others. The child will remain under supervision of the teacher and would return to group activities when the child is capable to regain self control of his/her emotions and physical behaviour. The child's parents will be informed of the child's outburst and it will be dually noted in the daily report.

Should a child's behaviour become a concern with repeated incidents of rough play requiring intervention: the incidents will be charted to gain a better understanding of the nature of the child's behaviour, an open ongoing dialogue with parents will be initiated, teachers will gather information and discuss findings, and then implement a plan of action to help the child be successful in his play with others. Assistance from outside professionals, agencies and resources may also be sought to offer insight.

At St. James Co-op Preschool. no physical force or restraint will be used by teachers or duty parents/volunteers to discipline students at St. James Co-operative Preschool.

Annually, a review of teaching staff's, volunteers' and parents' classroom interactions for monitoring behaviour management practices with the children will take place. This will reviewed by involved parties, signed and placed on file.

20. COMMUNICATION THROUGH TECHNOLOGY

St. James Co-op Preschool embraces technology in the classroom as a tool to enhance learning, document information and communicate between school and families as means to gain or receive information.

St. James is becoming more proficient at adding and adapting social platforms as a means of effective communication with families. Class Dojo is utilized by the individual classes as a means to keep parents abreast of classroom events. Families may opt out of being part of this platform but must indicate an alternative means that they will utilize to receive and/or send information in a timely manner.

21. MEDIA IN THE CLASSROOM

The Cubby Room has a large screen television. The screen is activated through Air Play on the school's Apple iPad. No programming independent of this is utilized.

Kids Club and KinderGrow may access the Cubby Room screen to supplement musical activities with the children during sing song circle. The class as a group may utilize the screen to provide visual enhancement to help further understand a concept, i.e., watching a space shuttle launch to understand when counting backwards is used. It may be used to visually display a collection of photos gathered during an excursion or used in a different manner to read and explore a story. The screen is off until needed for such purposes.

The iPad is viewed, as a means, to enhance interactive learning and not as an entertainment tool. An iPad is utilized when needed in the classroom. If it is used by a child, it is always under teacher supervision.

If an iPad is in use in the classroom, it may be to document classroom activities, collect required Ministry of Education information (i.e. attendance), promote physical activity and be used as a median to enhance a classroom interest or highlight a concept.

22. EMERGENCY MANAGEMENT MEASURES

Emergency Management Measures (Fire, Natural Disaster, Bomb Threat, Gas Leak, etc)

Our number one priority at St James Co-op Preschool is the safety of all participants.

Should the preschool become aware of a serious situation or be advised of a serious situation as outlined in the Ministry of Education list of serious occurrences, emergency procedures would be put into place to ensure the safety of children, volunteers and staff.

Staff will quickly evaluate situation, ensure a correct count of children and staff and move to a safe location within the preschool or evacuate the building through an safe exit. Upon arrival in new location, a person count of all would be retaken. Notification to a emergency personnel would take place at the earliest opportune time from the nearest phone.

Should the preschool be evacuated in these situations and the children not be able to return safely to the building in a reasonable length of time or weather conditions are unfavourable, the preschool will be moved to the Emergency location and parents would be notified to pick up their children promptly.

In a HOLD & SECURE (threat near the Preschool) the children would be moved to a safe room away from windows and doors locked. The normalcy of the program would be maintained as much as possible. Staff would wait for further instructions from emergency personnel before moving to safely evacuate building or for an all clear signal.

In a LOCKDOWN (threat within the church or Preschool) children would be moved to a secure room away from windows and doors are locked until a all clear is received or the authorities enter the preschool and advise staff of the next course of action. Parents would be alerted to situation, the school's course of action and when safe to do so, may be asked to pick up their children for the remainder of the day.

If the children are moved outside during an emergency, the group would regroup at one of the two safe designated safe spots on the church grounds: tree at the end of the Melville entrance to the driveway or at the back fence at the rear of the church. The wait time at either location is ten minutes before proceeding to the designated emergency location unless advised otherwise by emergency personnel or weather conditions are unfavourable. Movement to the emergency location or designated spot off church grounds, automatically means the phone tree would be put into operation and parents notified to arrange pick up of their children. Head counts would be taken often during emergency procedures.

At the emergency location, a recount of persons is taken. The teachers would engage the children in quiet activities until the last child is picked up. Teacher/Child ratios would be maintained.

Once the safety of the children and staff has been ascertained, the Ministry of Education officials would be advised of situation and a Serious Occurrence Report would be submitted in a timely manner.

23. CWELCC Canada Wide Early Learning and Child care

The Canada-Wide Early Learning and Child Care (CWELCC) system supports quality, accessibility, affordability, and inclusivity in licensed child care. It was initiated and funded by the Government of Canada and implement by our provincial government.

CWELCC is a five-year plan that is being implemented in stages, to make child care more accessible and affordable to families. Fees will reduce every year, reaching an average fee of \$12/day by 2025-2026.

All Licensees whether they provide home child care or centre-based programs serving children under the age of 6 (or turning 6 before June 30) in Ontario are eligible to apply to participate in the CWELCC System through their System Manager.(City of Hamilton for St James Cooperative) .

24. WHEN TO KEEP A SICK CHILDREN HOME FROM SCHOOL

Deciding when to keep a sick child at home from school is not always easy. When a child is truly sick, they need to stay home in the care of an adult to get well, feel comfortable and to prevent spreading illness to others. **This information is a guide only and does not take the place of consulting a medical provider and is for basic information purposes only. Parents should always consult a medical practitioner whenever they have questions concerning their child's health.** See the guide at the end of the chart for "When to contact a medical provider".

DIFFERENCES BETWEEN COMMON COLDS and THE FLU	
<p>COMMON COLD The common cold is a contagious upper Respiratory infection caused by cold viruses. It is the most frequent childhood illness. Symptoms can last 7 to 14 days. A child with no fever, mild symptoms and otherwise feeling well may be fine at school. WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with heavy cold symptoms such as deep or uncontrollable coughing or significant lack of energy belongs at home even without a fever. See additional information on fever, sore throat and influenza.</p>	<p>FLU (INFLUENZA) The flu is a highly contagious respiratory illness caused by influenza viruses and can cause mild to severe illness. A person with influenza can be contagious up to one week after symptoms appear. Children are one of the biggest sources for spreading the flu. To help decrease the spread of regular seasonal flu please keep your sick child home from school. WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. A fever is defined as a temperature of 100.5°F or higher. If symptoms occur while at school, the child must be picked up as soon as possible to go home. Contact a medical provider with severe symptoms. If the ill child has a chronic medical condition exposure could make them vulnerable to influenza complications.</p>
Symptoms: Usually come on gradually	Symptoms: Usually come on quickly
Fever: can be as high as 102°F in infants and small children	Fever: typically is as high as 102°F, but can rise to 104°F and usually lasts 3 to 4 days
Cough: mild, hacking cough	Cough: often, can be severe
Headache: rare	Headache: sudden onset, can be severe
Muscle aches: mild	Muscle aches: usual, can be severe

Tiredness/weakness: mild	Tiredness/weakness: can last 2 or more weeks
Extreme exhaustion: never	Extreme exhaustion: sudden onset, can be severe
Vomiting/diarrhea: never	Vomiting/diarrhea: sometimes
Runny Nose: often	Runny Nose: sometimes
Sneezing: often	Sneezing: sometimes
Sore throat: often	Sore throat: sometimes

<p>COUGH: A mild hacking cough often starts after the first few days of a common cold. A child with mild symptoms, no fever and otherwise feeling well may be fine at school.</p> <p>WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with severe, uncontrolled coughing or wheezing, rapid or difficulty breathing. Consult your medical practitioner.</p>
<p>DIARRHEA: Frequent, loose or watery stools compared to a child's norm that are not caused by food or medicine.</p> <p>WHEN TO KEEP A CHILD HOME FROM SCHOOL: If the child looks or acts sick, is not acting their normal, or has diarrhea along with other symptoms (i.e. abdominal pain, vomiting, fever, etc.). The child must stay home until diarrhea/symptoms resolve without the use of medicine for 24 hours or an health care provider verifies child is not contagious.</p>
<p>EAR ACHE: Consult a medical provider for earaches. Ear infections may require medical treatment.</p> <p>WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child should stay home until pain free.</p>
<p>FEVER: Fevers are common symptoms of viral and bacterial infection. Children are likely to be contagious to others when they have a fever. If there is no thermometer available, feel their skin with your hand. If it is much warmer than usual they probably have a fever. Please do not give your child fever reducing medicine and then send them to school. The medicine will wear off, the fever will most likely return, and you will be called to pick them up.</p> <p>WHEN TO KEEP A CHILD HOME FROM SCHOOL: Any child with a temperature of 100.5 F or higher with other symptoms of illness (i.e. rash, sore throat, vomiting, diarrhea, difficulty breathing, etc.) or has behavioral changes or is unable to take part in normal school activities. The child must stay home until fever/symptoms resolve without the use of medicine.</p>
<p>FREQUENT SYMPTOMS: Sometimes children can quickly pick up on pretending or exaggerating an illness to stay home. However, frequent complaints of stomach aches, headaches, and other symptoms may be a physical sign that a child is feeling emotionally stressed - a common experience, even in children. Consult a medical provider to evaluate symptoms. Stress-based complaints cause some children to unnecessarily miss a great deal of school. It is important to check often with your children about how things are going. Share concerns with school staff so they can provide support for you and your child to help make attending school a positive experience.</p> <p>WHEN TO KEEP A CHILD HOME FROM SCHOOL: If student has physical or behavioral changes or is unable to take part in normal school activities.</p>
<p>HEADACHES: A child whose only complaint is a mild headache usually does not need to stay home from school. Complaints of frequent or more severe headaches should be evaluated by a medical provider, including a vision exam, if needed.</p> <p>WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with a significant headache, a headache with other symptoms of illness (i.e. fever, diarrhea, vomiting, abdominal pain, etc.), or a headache that interferes with normal school activities.</p>
<p>HEAD LICE: Tiny insects that live on human scalps and hair. They do not cause illness or carry disease. An itchy scalp is the most common symptoms. Adult lice are reddish brown, about the size of a sesame seed and can be hard to see. Lice lay nits (eggs) on strands of hair close to the scalp. Nits are easier to see than lice and look like tiny tan or white dots and are firmly attached to hair. Nits can usually be seen</p>

near the scalp behind the ears, at the nape of the neck, and under bangs. The most important step for getting rid of head lice is daily, careful nit removal for at least 14 days using a special lice comb and by "nit picking." In addition, over-the-counter and prescription treatments are available.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Keep your child home after first treatment.

IMPETIGO: Contagious bacterial infection that usually begins with small, fluid-filled blisters that causes a honey-colored crust on the skin after bursting. It is important to have these symptoms evaluated by a medical provider. Untreated infections can lead to serious complications.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A student diagnosed with impetigo can return to school after being on antibiotics for 24 hours.

PINK EYE/CONJUNCTIVITIS: A common infectious disease of one or both eyes caused by several types of bacteria and/or viruses. The eye typically appears very red and feels irritated. There may be drainage of mucous, pus, or clear liquid. Prescription medication may be needed to treat a bacterial infection..

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child diagnosed with bacterial pink eye/conjunctivitis can return to school after being on antibiotics for 24 hours.

RASH: A rash may be one of the first signs of a contagious disease such as chickenpox. Rashes may cover the entire body or be in only one area.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: If the rash is accompanied by a fever, has open lesions, or if it is a rash that is not healing properly, keep your child home and have them evaluated by a physician.

SORE THROAT: A child with a mild sore throat, no fever, and otherwise feeling well may attend school if they feel comfortable to do so. WHEN TO KEEP A CHILD HOME FROM SCHOOL: Keep a child at home and contact a medical provider for a severe sore throat accompanied by white spots in the back of the throat, with or without a fever.

STREP THROAT: A significantly sore throat could be strep throat, a contagious disease. Other symptoms may include fever, white spots at the back of the throat, headaches, and/or upset stomach.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Keep your child home from school with the above symptoms and contact a medical provider. A child diagnosed with strep throat may return to school 24 hours after starting antibiotics and when the child feels well enough to take part in normal school activities.

TOOTHACHE: For tooth pain, contact a dentist to have your child evaluated.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: When child is unable to participate in regular school activities.